

WAR FOOD ADMINISTRATION
AGRICULTURAL ADJUSTMENT AGENCY
WASHINGTON, D. C.

1945 AGRICULTURAL CONSERVATION PROGRAM—
A SOUTHERN REGION

PROCEDURE FOR REPORTING PERFORMANCE UNDER
THE 1945 AGRICULTURAL CONSERVATION PROGRAM

Section I—RESPONSIBILITIES FOR REPORTING PERFORMANCE

A. Farm Operators.—The farm operator will be responsible for:

1. Determining and reporting the extent of each practice carried out on the farm. The extent of practices reported in acres must be based on measurements regardless of the rate of payment. Official acreages determined under prior AAA program should be used, if available, for practices reported in acres. Otherwise, producers shall determine the acreage by other methods assuring accuracy acceptable to the county committee. Linear feet or cubic yards of construction practices must be determined from actual measurements. For practices where the quantity of seed or material used determines the extent of the practice, sales receipts, seed tags, or other acceptable evidence must be furnished by the operator, unless the seed or material was furnished by AAA as a conservation material. The extent of each practice must be reported in terms of the unit(s) of measure on which payment for the practice is based.

2. *Filing timely reports.* Reports of performance must be filed in writing not later than the date recommended by the State committee and approved by the Regional Director.

3. *Reporting practices performed by all producers on the farm.*—The farm operator shall report all approved practices for which assistance is offered for the farm. The share of each producer's contribution of labor, equipment, or materials used to carry out the practice shall be reported for all practices other than those carried out with 1945 AAA materials or services. A performance report filed by a farm operator will be considered as having been filed on behalf of all interested producers on the farm. Such report will be available for inspection by any person who contributed to the carrying out of practices on the farm.

B. Community Committeemen.—The community committeeman will be responsible for:

1. Informing farmers of their responsibilities for determining and reporting performance prior to the closing date.

2. Assisting farmers in reporting performance at a time and place agreed upon with the county committee.

3. Reviewing performance reports.

4. Making field checks of reports at the request of the county committee.

C. County Committees.—The county committees will be responsible for:

1. General supervision of all performance work in the county.

2. Developing plans for obtaining performance reports from farmers.

(Consideration should be given to the following:

(a) Assigning to each community committeeman a list of farms in his locality for which he will be responsible.

(b) Meetings at which committeemen will be present to receive reports.

(c) Arrangements for specified times and places at which community committeemen will receive reports.

(d) Arrangements whereby farmers may in certain cases present their reports at the county office.

(e) Reports to be made by mail.)

3. Determining what evidence should be submitted in support of reports of practices carried out with seeds or materials.

4. Notifying producers of their responsibilities; the times and places at which reports may be filed; and the type of information he should bring to the meeting. Letters of notification should be reviewed by the district fieldman before mailing. Public notice of performance closing dates must be given at least 2 weeks prior to the closing date.

5. Making available to farm operators records of measured acreages of fields, as determined under past programs.

6. Instructing community committeemen and county office personnel in performance methods and responsibilities.

7. Maintaining accuracy of reports. This shall include inspection of designated practices by qualified personnel.

8. Making current progress reports to the State committee.

D. State Committees.—State committees will be responsible for:

1. Seeing that an adequate plan for obtaining performance reports is developed and followed in each county.

2. Advising county committees of their responsibilities in connection with performance.

3. Supervising the work of county committees sufficiently to determine that performance work is being handled in a satisfactory manner.

4. Designating practices other than those required herein for which inspection by qualified personnel is required, including practices the site for which is to be inspected before the practice is carried out.

5. Making monthly progress reports to the Regional Director.

6. Furnishing each county office with sufficient copies of a practice check sheet so that each committeeman, or other employee who assists farmers in filing performance reports may have a copy as a guide in making sure that the farmer understands the practice specifications and in judging whether such specifications have been met. The check sheet should be as simple as possible but must be sufficiently comprehensive to assure that the producer reporting the practice makes a definite commitment that all required specifications have been met.

Section II—TAKING REPORTS

The county office shall furnish the community committeeman the necessary performance report forms unless they are already in the hands of the farmer. In Alabama, Mississippi, Louisiana, and South Carolina the community committeeman shall be furnished a list of farms for which prior approval of assistance in carrying out practices has been given. This list shall show (1) the practices given prior approval during the reporting period, (2) the amount of 1945 AAA materials and services furnished and any carryover materials identified as to program year, (3) the latest available data as to cropland and fenced noncrop open pasture acreage on the farm (unless the 1945 land uses have already been verified with the operator), and (4) any other data considered essential to obtaining reports efficiently. Also, in these States the community committeeman must be furnished additional copies of Form 30 for use where the farmer does not have his copy. In such cases, the Form 30 must be plainly marked "Duplicate—performance only."

In Arkansas, Florida, Georgia, Oklahoma, and Texas, a Form 45-SR-82, with at least the heading and columns A through D, Section 1 fully executed, must be furnished the community committeeman for each farm. Before performance reports are taken, the committeemen who are to take the reports shall be given adequate training in the methods of obtaining performance reports.

Performance reports should be made by the farm operator (or his representative) to his community committeeman, after notice of meeting date(s) and place(s) has been given to farmers by the county committee. Farmers shall be advised in the notice to bring sales receipts, seed tags, or other evidence of seed or other materials used in carrying out practices unless the seed or material was furnished by the AAA.

The committeeman taking the report will be responsible for obtaining complete reports so that an application for payment may be prepared from the report without having to call on the farmer for additional information.

With approval by the county committee, performance reports may be taken at the county office under special conditions, but it is contemplated that practically all reports will be made to the community committeeman. In all cases, the person taking the report shall question the farmer to be sure that the specifications for the practices reported are understood and have been met and that all conservation materials and services are fully accounted for. He shall determine, insofar as possible, that any acreage reported is based on measurements. He shall satisfy himself that the data reported are reasonable, considering the size of the farming operation and good farming practices in the community.

Where the committeeman deems it necessary, he may request the farmer to redetermine the acreage and report later, supporting his report by a sketch showing the dimensions of the plots or fields. Where the committeeman has any question about a report being acceptable as to quality of a practice, he should not approve the report until he or another representative of the county committee can visit the farm to inspect the practice.

For terraces, dams, and similar practices where a field inspection by a trained representative of the county committee is required, the initial report to be obtained from the farmer may consist only of his statement (after the specifications are explained) that to the best of his knowledge the practice has been completed and is ready to be checked. In a number of cases the practice will have been partially checked in connection with the approval of a purchase order. The operator must report the completion of sodding or seeding terrace outlets and spillways for dams.

In taking performance reports, it is not contemplated that the committeeman will consult farm maps in all cases to identify fields or check acreages, but he should consult the farmer's "Cut-out" map if it is available. The committeeman shall review the reports carefully. If any additional information is needed, he may request the farmer to report it by mail or he may visit the farm to obtain the necessary information to complete the report. Sales receipts or tags for seed, lime, or fertilizers should be obtained by him from the farmers and attached to the reports. He shall sign the report when he is satisfied that the report is complete and correct to the best of his knowledge.

If there is evidence that a producer has (a) failed to maintain a practice carried out under previous programs, (b) adopted or participated in any practice which tends to defeat the purpose of the 1945 or previous programs, (c) failed to carry out approved erosion-control measures, thereby permitting his land to become an erosion hazard to other lands, or (d) has employed any scheme or device, the effect

of which would be or has been to deprive any other person of a payment under the program, such evidence must be brought to the attention of the county committee.

In Alabama, Louisiana, Mississippi, and South Carolina, after the reports have been taken, the committeeman shall indicate, by entries on the list of farms given him by the county office, the farms where reports are complete, the farms where no conservation practices have been carried out, the farms where the operator failed to report and if known, the reason. In Arkansas, Florida, Georgia, Oklahoma, and Texas, if the committeeman knows why a report was not filed, he shall enter the reason in Section 5 of Form 45-SR-82. He should make recommendations in cases where he believes the farmer should be allowed to report to the county office.

The community committeeman shall deliver the completed reports to the county office with the list of the farms on which he has entered notations showing the facts pertinent to each report.

Section III—ENTRIES TO BE MADE ON THE PERFORMANCE REPORT

A. Essential Data.—Regardless of the form used in reporting performance, it is imperative that (1) all essential data be obtained and (2) all necessary determinations be made.

In determining the shares of interested producers, a practice carried out with 1945 program conservation materials is considered as carried out solely by the person to whom the material was furnished by the AAA.

If payment for a practice is to be made in pounds of seed or material used but not to exceed a fixed payment per acre, both the acreage and pounds must be reported.

Where the specifications require that a practice be carried out on a certain class of farm land (such as practices restricted to cropland only), the practice must be definitely identified as carried out on such land. This may be done by showing the field number from the farm map or by including in the description the class of land where the practice has been carried out.

Where payment for a particular practice is conditional upon another practice being carried out on the same area, the report must be made in such manner as to show that both practices were carried out on the same area.

Where payment will not be made for the practice, if it is carried out on the same area where another designated practice is carried out for payment, the report must show that both were not carried out on the same area.

In any case where a practice meets the quality standards of the specifications but is not eligible for payment due to conditional requirements, such as those indicated above, the practice must not be shown on the regular report form. However, the reason for not reporting the practice shall be shown on an attached statement signed by the person obtaining the report.

It is not necessary to report the extent of a practice separately by fields, except (1) as provided above or (2) where two or more producers on the farm are entitled to share in the practice payment and their interest with respect to all fields is not the same. However, if the AAA farm map or aerial photograph enlargement is available where

the report is prepared, it is suggested that the field number(s) be entered on the report following the description of the practice to aid field inspection where necessary.

Sales receipts or other satisfactory evidence showing the name and amount of seed or other material purchased (or amount of seed used, if home grown) must be filed with the performance report, if the seed or material was not furnished as a conservation material by the AAA.

Where a part of the total extent of a practice is carried out with 1945 conservation materials and a part is carried out with 1944 or prior program conservation materials, each part must be reported separately. If the practice was carried out with 1945 conservation materials, the notation "X" must be entered following the practice number. If the practice was carried out with carry-over materials furnished the farmer under the 1944 or a prior program, the notation "CO" must be entered following the practice description. (In South Carolina, all 1944 program carry-over liming materials must be further identified by the notation "1944.")

B. Form 45-SR-30 (applicable only to Alabama, Louisiana, Mississippi, and South Carolina).—Enter in the spaces provided in the heading and in Section I the name of the producer, the farm serial number, the practice number, a description of the practice, unless these data have already been entered.

Enter in the spaces provided in Section II, the extent of the practice completed, the name(s), address(es), and the contribution(s) of each interested producer. The entry in item 1, Section II, should be the total extent of the practice completed and reported prior to the performance closing date. If any conservation materials or services were furnished by the AAA and were not used to earn a 1945 practice payment, a notation showing the amount of such material or service and the reason payment is not earned shall be entered in an unused line in item 2, Section II, or in the lower margin of the form. If the entry in item 1, Section II, exceeds the extent for which assistance was approved (item 5, Section I) the entry in item 1, Section II, shall be circled and an entry made immediately to the right thereof for the extent of the practice for which assistance was approved. The producer reporting the practice shall affix his signature and the date thereof in the space provided.

The committeeman must verify with the farm operator the cropland and pastureland acreage data shown for the farm on the listing and, where necessary, correct the data to show the acreage of such land uses on the farm in 1945. Where a correction is made, the operator and the committeeman shall enter on the listing the correct acreage and a full explanation of why the changed data are correct.

C. Form 45-SR-82 (applicable only in Arkansas, Florida, Georgia, Oklahoma, and Texas).—The name(s) and address(es) of each interested producer(s) shall be entered in the spaces provided in Section 3. A description of the practice, the practice number, and the extent of the practice shall be entered in the spaces provided in Section 4. The initials of interested producers shall be entered in the spaces provided in the heading of columns D through F, and the percentage share of the payment for the practice to which each producer is entitled shall be entered in the column beneath his initials and on the same line as that on which the practice number and the extent of the practice is entered.

If any conservation material or service furnished by the AAA was not used to earn a 1945 practice payment, a notation showing the amount of such material or service and the reason payment is not earned shall be entered in the space provided in Section 4.

Enter in column E, Section 1, the acreage of each land use indicated in column A on the farm *in 1945*. If the entry in column E is not the same as in column B, enter in Section 5 a full explanation of why the entry in column E is correct.

To establish the date of the report the producer reporting the practices shall affix his signature and the date thereof in Section 4 following the entries for the last practice reported, except that the final report for the farm shall be signed and dated in the space provided in Section 5.

D. Performance report on back of Form ACP-64 "Request for Conservation Materials or Services."—Any written statement signed by the farmer, including a report on the back of Form ACP-64, if mailed or delivered by the farmer, should be filed as additional evidence of performance. In States where Form 45-SR-82 is used to report performance, farmers should be requested to return a copy of Form ACP-64 properly filled out on the back to show the use of the material obtained by such request. This is particularly important where the farmer does not carry out any practice except by the use of 1945 conservation materials.

Where a written report (such as the back of Form ACP-64) signed and dated by the farmer and showing the extent of the practice, is filed before the closing date, it may be accepted as a timely report of performance for that practice.

Section IV—FARM INSPECTIONS

Community committeemen (or other designated representatives of the county committee) shall inspect under the direction of the county committee each farm where there is reasonable indication that the report is not correct, including any reports for which approval is withheld by community committeemen. Additional farms to be inspected will be selected at random in numbers sufficient to assure good standards of accuracy in reporting.

A sufficient inspection should be made of each farm visited to determine whether (1) each practice reported meets practice specifications, (2) the report is complete, and (3) the extent of the practice was properly reported.

If the report is found to be correct, the committeeman should note on it "Inspected—O. K.," and enter the date and his initials. Minor changes in the report may be made by lining through the original entry and entering corrected data immediately above the original entry. *Such corrections should be initialed by the farm operator.* If major changes in data are necessary, a new report should be prepared which the farm operator should be requested to sign. All such reports should be marked "Revised." Should the producer refuse to sign, this fact should be noted.

A field inspection must be made by a representative of the county committee to determine compliance with specifications for the following practices reported by farmers, unless these practices have been inspected and reported by a representative of another Government agency whose reports are satisfactory to the county committee:

1. Terracing.
2. Ditching.
3. Stock ponds.
4. Flumes (Mississippi only).
5. Control of noxious plants, shrubs, or underbrush (other than by mowing only).
6. Control of bindweed.
7. Reorganization or improvement of irrigation system (Texas only).
8. Concrete or rubble masonry dams or drops.
9. Drilling or digging wells.

The farm operator shall report the measured length of terraces and ditches where requested to do so by the county committee. He will also report data for terraces, ditches, dams, irrigation practices, and wells requested by the committee to substantiate his request for a field inspection by a representative of the county committee.

Section V—COUNTY OFFICE REVIEW

As performance report forms are received in the county office from community committeemen they shall be currently reviewed by county office personnel to determine that the report is completely executed. The review shall include a determination that (1) sufficient data are shown with respect to each practice to definitely identify the practice, the applicable payment rate, and the necessary data with respect to extent; (2) the names of the interested producers are shown and the interest of each producer and the practices are definitely established; (3) all conservation materials and services furnished the farm have been accounted for by practices shown on the report or notations by the person taking the report showing the disposition of the material or service; (4) the report is properly signed and dated; (5) all reports not approved by the community committeeman are immediately referred to the county committee for further consideration.

Any report bearing a notation indicating failure to maintain practices or that the producer(s) has adopted any practice tending to defeat the purposes of the program shall be brought to the attention of the county committee promptly.

In Alabama, Louisiana, Mississippi, and South Carolina.—The corrected basic farm data for cropland and pasture, as shown on the list, shall be filed in the county office for use under subsequent programs.

In Arkansas, Florida, Georgia, Oklahoma, and Texas.—As soon as the last day of the reporting period has expired the county office shall enter in Section 4 of the Forms 82 for farms reporting no practices carried out during the period, "No practices reported for----- to ----- period."

Section VI—RECORDS AND PROGRESS REPORTS

An orderly system shall be set up for the purpose of keeping records of the status of farms reported and farms inspected. One person should be designated to keep the record.

A progress report, in the form outlined below, should be forwarded promptly by the county office to the State office covering the progress of the work completed as of the last day of each month. More frequent reports shall be made, if requested by the State committee. These reports should be forwarded promptly through January 1946.

1945 ACP PERFORMANCE PROGRESS REPORT _____
 for Period Ending _____, 194____ (County)

1. No. of farms for which reports are expected to be filed _____
2. No. of farms on which performance has been reported _____
3. No. of farms for which performance report is complete (all reports
 complete and approved) _____

Date _____ Signature _____
 Title _____

The State committee should report State totals of the above items to
 the Regional Director not later than the 15th of each month.

C. D. WALKER,
Director, Southern Division.

